



CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

CLASS: Administrative Assistant II
TENURE: Permanent
TIME BASE: Full-Time
SALARY: \$4400 - \$5348

DESCRIPTION OF DUTIES:

Under general direction of the Chief Deputy State Treasurer, with wide latitude for independent action, performs especially difficult and responsible administrative work; relieves the Chief Deputy on a wide variety of administrative tasks; researches facts on which decision or recommendations may be based.

Essential Functions

- Assists the Chief Deputy Treasurer and Deputy Treasurer and relieves them of administrative tasks
- Coordinates meetings, makes travel arrangements and provides meetings and briefing materials
- Researches problems of major consequence and recommends effective courses of action
- Researches and secures information to respond to difficult and sensitive telephone inquiries
- Reviews staff work from the Divisions and Authorities and makes recommendations on course of action
- Oversees work of the Executive Office receptionist and assigns work to clerical staff and student assistants
- Reviews outgoing correspondence for the Chief Deputy and Deputy's signatures for consistency with administrative policy as well as for format, grammatical construction and clerical error
- Performs independent research on special assignments, often under strict time constraints, such as researching information regarding financial institutions and various investment issues
- Develops cooperative working relationships with the STO Divisions and Financing Authorities

DESIRABLE QUALIFICATIONS:

- Ability to manage multiple projects simultaneously, including exercising good judgment to prioritize competing demands.
- Ability to organize a high volume of written correspondence and materials for easy future reference.
- Ability to establish and maintain cooperative relationships with those contacted in the course of doing business.
- Ability to work independently and under pressure.
- Ability to recognize problems and take action to correct them.
- Ability to communicate effectively, both orally and in writing.
- Ability to recognize issues of political sensitivity and to use tact and discretion when discussing and resolving them.
- Ability to work with Microsoft Word, Excel and Access or similar applications.
- Professional demeanor and flexibility in the face of frequently changing circumstances.
- Good attendance.
- Neat personal appearance

CONDITIONS OF EMPLOYMENT:

Fingerprinting and a background check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have list eligibility as an Administrative Assistant II.

This position is subject to the SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Authorities and Commissions are encouraged to apply if interested in the position. **ONLY THE MOST QUALIFIED APPLICANTS WILL BE CONSIDERED.**

PLEASE STATE THE SOURCE OF YOUR ELIGIBILITY (I.E. LIST ELIGIBILITY AND SCORE, SROA, SURPLUS EMPLOYEE, ETC.) If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, list the number "820-100-5358-001" next to the classification on your application, i.e., Administrative Assistant II (820-100-5358-001).

FINAL FILING DATE:

Applications will be accepted **until November 7, 2008**. Applications will be screened and only the most qualified will be interviewed.

SUBMIT APPLICATIONS TO:

Cecilia Sanchez
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An equal opportunity employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the State Treasurer's Office at (916) 653-4076 or TDD (916) 654-9922.

Exec:dls
10/24/08